

HEADQUARTERS US AIR FORCE
Assistant Chief of Staff, Intelligence
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Operations

AF/IN-AFIS SUPPORT OF HQ USAF CONTINGENCY SUPPORT STAFF (CSS)

This INOI establishes policy, responsibilities, and procedures for AF/IN-AFIS task organizations in support of HQ USAF CSS. It applies to all AF/IN activities, and to AFIS activities as concurred in by the Commander, AFIS.

1. Reference Material:

- a. HOI 55-3, HQ USAF Contingency Support Staff.
- b. INOI 55-1, AF/IN-AFIS Participation in JCS Command Post Exercises (CPXs).
- c. INOI 55-4, AF/IN-AFIS Continuity of Operations.

2. Contingency Support Staff (CSS) Policy:

- a. The CSS is a special HQ USAF element which is convened by the DCS/Plans and Operations (AF/XO) to coordinate important staff actions, monitor contingency situations involving Air Force forces, and expedite the flow of information when emergencies or contingencies preclude normal staff handling.
- b. Duty on the CSS takes precedence over all other action officer duties.
- c. AF/IN-AFIS support for the CSS will be provided by four intelligence teams: White primary and alternate teams, and Blue primary and alternate teams. CSS team members will not be assigned as AF/IN-AFIS Continuity of Operations relocatees.
- d. CSS team members will be rotated on an annual basis.

3. Task Organizations:

- a. Directorate of Estimates (AF/INE).
- b. Directorate of Intelligence Plans and Systems (AF/INY).
- c. Aerospace Intelligence Division, Air Force Intelligence Service (AFIS/INOZ)

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4. Responsibilities and Procedures:

a. AF/INE and AF/INY respectively:

(1) Nominate four SCI cleared officers from their assets for duty with the CSS intelligence teams.

(2) Provide substitutes if the designated primary and alternate team members are not available when the CSS is convened.

b. AF/INE:

(1) Maintains a CSS pouch containing order of battle data and reference documents at the AF/IN Intelligence Alert Branch (AFIS/INOZ).

(2) Maintains instruction guides so that Air Force Intelligence Watch AFIS/INOZC can notify the intelligence teams when the CSS is convened.

c. The Branch Chief, AFIS/INOZ, acts as AF/IN-AFIS central point of contact for CSS matters. This officer:

(1) Ensures that the AF/IN-AFIS roster is rotated annually, and a current copy of the roster is provided to AF/X00 and the AFIS/INOZ duty officer.

(2) Determines CSS team assignments of the personnel nominated by AF/INE and AF/INY.

(3) Informs team members of training schedules and exercises that call for CSS participation.

d. CSS teams, upon notification that the CSS is convened:

(1) Have at least one team member pick up the CSS pouch from AFIS/INOZ and report to the Air Force Operations Center, (AFOC), room BD927, within one hour.

(2) Returns the pouch to AFIS/INOZ when CSS activities terminate.

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